

**City of Naperville**

**Special Events - SECA Application CY2026**

**Before you Begin**

Please refer to the SECA Fund Policy and Procedures Manual for a complete list of eligibility and application requirements. The manual may be downloaded on the City's website. By submission of this application, you are certifying that to the best of your knowledge and belief, data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations applicable to the City of Naperville SECA program. The applicant agrees that this application is a public document and is subject to the Freedom of Information Act. **In accordance with the Open Meetings Act, if you wish to contact SECA Commissioners, please send your communication to the Special Events Coordinator to forward to the Commission.**

**Eligibility Quiz**

**Yes**

[ ]  Is the sponsoring organization a non-profit 501(c)(3) or recognized by the State of Illinois as a non-profit organization?

[ ]  Is your project/event located within incorporated Naperville?

[ ]  Is your project/event going to be held in the current SECA funding cycle?

[ ]  Can you confirm your project/event will not promote religion or a religious organization?

[ ]  Have you read the SECA Fund Policy and Procedures Manual?

[ ]  Have you attended one of this year’s mandatory SECA fund workshops?

You must check **Yes** to each item on this list in order to be eligible for SECA funding from the City of Naperville.

If you have questions regarding your eligibility or this application form, please contact:

Jake Fiedler

Special Events Coordinator

630-420-6045

fiedlerj@naperville.il.us

**Section 1: General Information**

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Web Address: Click or tap here to enter text.

Executive Director/CEO: Click or tap here to enter text.

Tax Status (select one): 501 (c)(3)

Tax ID Number (FEIN): Click or tap here to enter text.

Is your organization required to file a Federal 990 form? Choose an item.

Organization Primary Contact:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

If funding is awarded, will this person sign the SECA Grant Agreement as Organization Contact? Yes [ ]  No [ ]

If no, please provide a name and email for the preferred signer: Click or tap here to enter text.

Project/Event Primary Contact

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Phone: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

If funding is awarded, will this person sign the SECA Grant Agreement as Attestor? Yes [ ]  No [ ]

If no, please provide a name and email for the preferred attestor: Click or tap here to enter text.

**Section 2: Project/Event Details and Purpose**

**2.1 Name of Project/Event:** Click or tap here to enter text.

**2.2 Organizational History**: Provide a brief description of the organization, including: (a) brief history, (b) number of years in existence, (c) mission statement.

Click or tap here to enter text.

**2.3 Request Details:** Provide the details regarding the project/event, including: (a) title and description, (b) date of event or start/end date of project, (c) location of the project/event, (d) anticipated attendance, (e) number of years the project/event has existed.

 Click or tap here to enter text.

**2.4 Cost:** Provide the details regarding the project/event cost, including: (a) total cost of the project/event, (b) total SECA grant funding requested, (c) estimated cost of City Services provided by the Community Grants Coordinator, (d) funding for operational expenses, if applicable, (e) funding for capital purchase, (f) expected life of capital purchase.

 Click or tap here to enter text.

**2.5 Supplemental Funding:** Explain why supplemental funding is necessary for the project/event.

 Click or tap here to enter text.

**2.6 How many years has your project/event been supported by SECA funds:**

Choose an item.

**2.7 If a SECA Grant has been awarded in the past, please list the award amounts from the last 3 years:**

 Click or tap here to enter text.

**2.8 Self-Sustainability:** Provide the year that your organization expects to no longer need SECA funding and detail your plan to make your project/event self-sustaining:

 Click or tap here to enter text.

**Section 3: Impact to the Naperville Community**

**3.1 Organization Objectives:** Explain (a) the specific objectives to be achieved by the project/event and (b) how the objectives will be tracked and evaluated.

 Click or tap here to enter text.

**3.2 SECA Mission:** Explain how the objectives of the request support the SECA mission of assisting the City in furthering special events and artistic cultural experiences that support an inclusive community that values diversity for Naperville and its visitors?

 Click or tap here to enter text.

**3.3 Community Benefit:** Explain (a) the target audience for the project/event, (b) how the success of reaching your target audience will be measured, (c) whether the project/event is open to the public and if not, provide a reason why, (d) what the cost is to attend/participate.

 Click or tap here to enter text.

**3.4 Municipality Objectives-Accessibility:** Describe the project/event accessibility plan.

 Click or tap here to enter text.

**3.5 Municipality Objectives-Waste Reduction:** Describe plans to reduce waste by recycling and/or composting, including signage, procurement policies for event materials and supplies, and any giveaway policies that promote the use of durable items as appropriate.

 Click or tap here to enter text.

**3.6 Municipality Objectives-Transportation Plan:** Describe transportation options available to attendees (e.g. bicycle-friendly, walking-friendly, close to public transportation, etc.)

 Click or tap here to enter text.

**3.7 Municipality Objectives-Clean Energy Plan:** Describe any on-site event energy usage and the fuel source used (e.g. electricity, diesel generators, biodiesel generators, solar power, etc.)

 Click or tap here to enter text.

**Section 4: Project Finances**

Note: All budgets must be reviewed by the applicant for accuracy prior to submission. The application will not be considered if the budget section is inaccurate or not completed.

The documents below must be submitted with the application:

* Budget worksheet
* Nonprofit status documentation
* Most recent completed agency audit or annual financial statement
* Federal Form 990 (if required to file)
* Governing body authorization
* Disclosure of Interest

**Section 5: Conflict of Interest**

Applicants must disclose whether any Director, Board Member, or employee of the applicant/organization receiving funds has a family interest, employment interest, or ownership interest in the applicant/organization’s use of SECA Grant funds being requested. Family interest, employment interest and ownership interest are defined in 1-13-1 of the Naperville Municipal Code.

For example: If an applicant owns a web design firm and is applying for a SECA Grant for work being done by that firm, the interest must be disclosed. If an applicant is also an artist or receives an honorarium, the interest must be disclosed.

**5.1 Do any of the employees or parties listed above have a family interest, employment interest, or ownership interest in the applicant’s use of the SECA funds requested?**

Choose an item.

**5.2 If you selected Yes to the item above, please describe the conflict(s) below.**

 Click or tap here to enter text.

**Section 6: Required Documentation**

All applicants are required to submit the following documentation in addition to the application form. Submissions that are incomplete or missing documentation will be eliminated from consideration.

[ ]  Attachment A – Nonprofit Status Document

*Determination of 501(c)(3) or Registered Non-Profit status*

[ ]  Attachment B – Most Recent Financials

*Attach your most recently completed agency audit or annual financial statement*

[ ]  Attachment C – Budget Worksheet

*Attach your completed SECA Budget Worksheet*

[ ]  Attachment D – Federal Form 990

*Attach your most recent Federal 990 form (if required to file)*

[ ]  Attachment E – Governing Board Authorization

*Attach a resolution or written endorsement by your governing body authorizing this application*

[ ]  Attachment F – Disclosure of Interest

*Attach any additional documentation needed to disclose conflicts of interest*